**Getting Started...**

1. **Every family will have a single "Family Profile."** Each individual (4-H Member, Cloverbud and Volunteer) will have their own individual profile within the Family’s Profile. Enrollment is reviewed and accepted based on the information entered within the family profile. Accurate information will affect communications, notifications and registrations.

   **Enrolled last year?** Your family has a profile. DO NOT start a new profile. Creating a new profile will cause a duplicate record and delay re-enrollment. **Contact the Extension office if you can’t remember the email address.**

   **Transferring Counties?** Do not start a new family profile. Contact the county Extension office and your profile/enrollment will be transferred.

   **New to 4-H?** Establish a **Family Profile.** Select “I need to set up a profile.”

2. Use ONLY Firefox, Safari or Google Chrome Browser. Login: [https://ok.4honline.com/](https://ok.4honline.com/). Bookmark the site for future use.

3. **Re-enrolling:** Once logged in, look for the member name at the bottom the “Member List” page. Click the “Edit” button to the right of name.

4. **Adding a new Family “Member”**: Member refers to both youth and adult volunteers.

   Select a member type, “Adult or Youth” from the drop down menu and click [Add Member]. Adult enrollment applies ONLY to new and returning “certified” volunteers, not parents.

5. **Carefully read each screen** and AUTHORIZATION. Continue filling in information and following screen prompts.
Important things to know:

- **Electronic Signatures** are legally binding. Illegal for anyone besides the legal parent/guardian to sign enrollment.

- **Youth/Adult Personal Information Screen**: When asked “Are you a Volunteer?” **ALL** 4-H members will answer “NO.” The only exception is a Teen Leader who is a “certified” volunteer.

- **Clubs**: If the member has an affiliation with more than one club enter each club and projects associated with that club. **One club MUST be selected as the member’s primary club.**

- **Projects**: Members are limited to enrolling in a total of ten projects.

- **Groups**: If your county has SPIN/Project Groups they will be available in the dropdown menu.

6. **4-H Programming Fee Payment and Invoice**

   - The fee is to be paid by cash/check/credit card within 30 days of enrollment or the enrollment will be deactivated/deleted.
   - Credit Card/Debit Card payments can ONLY be done online before enrollment is submitted. The county Extension office CANNOT take Credit Card/Debit Card payments.
   - Credit/Debit Card payments are charged for each individual member and cannot be generated by family.

**Families Exceeding Three Enrolled Members** - Prior to the county approving enrollment, the Extension office is responsible for contacting the state 4-H office to zero out an invoice for any member exceeding the third youth enrollment. Please provide adequate time for the county office to submit the request.

**Invoice** - If paying by cash or check, print an invoice to submit with payment. An invoice is generated for each member and cannot be generated by family. After submitting enrollment, return to the "Member List" page to print a copy of the invoice. Scroll down to "Member Reports." Select the person’s name from the “Member” drop-down menu. Select “Member: Enrollment Invoice” from the Report drop-down menu.

**Receipt of Payment** - The invoice is the family’s receipt of payment reflecting a zero balance once the payment has been submitted to and recorded at the state level.

7. **Click “Submit Enrollment”**. Once submitted and payment received, the county office will review and either approve or return enrollment. 4HOnline will send emails to keep the family abreast of the enrollment process.